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The Gazette of the Democratic Socialist Republic of Sri Lanka

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PART I: SECTION (IIA) – ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 31st May, 2019 should reach Government Press on or before 12.00 noon on 17th May, 2019.

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.”

GANGANI LIYANAGE,
Government Printer.

Department of Govt. Printing,
Colombo 08,
01st January, 2019.

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



1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility :

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

7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to declare

everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Commissioner General of Examinations,
Department of Examinations,
Pelawatta, Battaramulla.

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrar of Births and Deaths and Registrar/Additional Registrar of Marriages (Kandyan/General)

KANDY DISTRICT

APPLICATIONS are invited for the posts of Registrar of Births, Deaths and Registrar/Additional Registrar Marriages/ Additional Registrar of Marriages in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriage 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 40 years and not more than 62 years of age.

04. Applicant should be married and marriage should be aged more than 5 years and should not be a Divorced person or Widow/Widower.

05. Additional details of Village list/Grama Niladhari Divisions within the related Division of Birth, Death and Marriage and Education and other qualifications related to the subjected Division of the application could be obtained from the notices exhibited in Public places in the Division such as District Secretariats, Divisional Secretariats, Land and District Registries, Grama Niladhari's Office, Samurdhi Development Societies and Post Offices as given in the following Schedule.

06. Related applications and "Attachment 1" including Village List and List of Grama Niladhari Divisions can be obtained by relevant District Secretariat (Government Agents) or Land and District Registries or Divisional Secretariats of the District.

07. Completed applications should be sent by Registered Post to the address given in the Schedule on or before 17th June, 2019.

N. C. VITHANAGE,
Registrar General.

At Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.

On the day of 05th April, 2019.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Kandy	Poojapitiya	Post of Birth and Death Registrar of Pallegampaha South No. 02 and Marriages Registrar (Kandyan/General) of Harispattu Division	District Secretary/Additional Registrar General, District Secretariat, Kandy.
Kandy	Pasbage Korale	Post of Birth and Death Registrar and Marriages Registrar of Pasbage Korale (Kandyan/General) Division	District Secretary/Additional Registrar General, District Secretariat, Kandy.

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrar of Muslim of Marriages

NUWARA ELIYA DISTRICT

APPLICATIONS are invited for the Posts of Registrar of Muslim Marriages Registrar of Marriages in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the Muslim Marriage Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Only Muslim males can apply for these Posts.

03. Applicants should be not less than 40 years and not more than 62 years of age. (maximum age limit of the retirement is 65).

04. Applicants should be married and marriage should be aged more than 5 years and should not be a divorced person or widow/widower.

05. Additional details of Village list/Grama Niladhari Divisions within the related Division of Muslim Marriage and Education and other qualifications related to the subjected Division of the application could be obtained from the notices exhibited in public places in the Division such as District Secretariats, Divisional Secretariats, Land and District Registries, Grama Niladhari's Office, Samurdhi Development Societies and Post Offices as given in the following Schedule.

06. Related applications and "Attachment I" including Village List and List of Grama Niladhari Divisions can be obtained by relevant District Secretariat (Government Agents) or Land and District Registries or Divisional Secretariats of the District.

07. Completed applications should be sent by Registered Post to the address given in the Schedule on or before 17th June, 2019.

N. C. VITHANAGE,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
On the day of 05th April, 2019.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Nuwara Eliya	Nuwara Eliya	Post of Registrar of Muslim Marriages of Thalawakele Area in Nuwara Eliya District Division	District Secretary/Additional Registrar General, District Secretariat, Nuwara Eliya.

REGISTRAR GENERAL'S DEPARTMENT

Post of Registrar of Birth and Death

DISTRICT OF ANURADHAPURA

APPLICATIONS are hereby called for the post of Registrar of Birth and Death in the divisions depicted in the Schedule hereunder.

01. Applicant should be the residents within the boundaries of relevant Local Governments Limit/divisions limit depicted in the Schedule and further must be recognized by residents who possess considerable assets.

02. Both males and females could submit applications for this Post.

03. Applicants should be not less than 40 and not more than 62 years of age.

04. Applicants must be capable of working in the secondary language to meet the requirement of the residents within the division and should have passed General Ordinary Level Examination G.C.E (O/L) minimum of six subjects with two credits including a credit pass for Sinhala/Tamil Language (Relevant language for the Post), in not more two sittings or else should have passed any other equivalent examination.

05. More relevant information of this post could be obtained from the notices displayed at public places within the division such as District Secretariats, Divisional Secretariats or Land and District Registries, Grama Niladhari Offices, Samurdhi Development Society Offices and Post Offices depicted in the Schedule.

06. Applications could be obtained from relevant District Secretariats (Government Agent) for Land and District Registries or Divisional Secretariats.

07. Duly filled applications should be forwarded on or before 10.06.2019 to reach to the address depicted in the Schedule.

N. C. VITHANAGE,
Registrar General.

At Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.

On this 18th day of April, 2019.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Local Government/ Division Limit in which the applicants should residing permanent</i>	<i>Address to which Applications should be sent</i>
Anuradhapura	Nuwaragam Palatha - East	Post of Births and Deaths Registrar of Anuradhapura Teaching Hospital Division	Anuradhapura Urban Council	District Secretary/ Additional Registrar General, District Secretariat, Anuradhapura.

PARLIAMENT OF SRI LANKA

Post of Receiving Officer

APPLICATIONS are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the post of “Receiving Officer” on the Staff of the Secretary-General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover to reach the “Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte” on or before May 24, 2019. The “Post of Receiving Officer” should be indicated on the top left-hand corner of the envelope. (This information is also available on the website: www.parliament.lk)

1. *Nature of Duties.*— Receiving all food and beverages including vegetables, fruits, meat and fish obtained for the kitchen of Parliament verifying them according to the order, ensuring that the food and beverages received are of very high quality, documenting the details of the goods received properly and referring the relevant bills for payment.

2. *Salary Scale.*— According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, The monthly salary scale specified for this post is Rs. 32,330 – 3 x 380/10 x 445/4 x 660 – Rs. 40,560. The selected candidate will be placed initially at the monthly salary step of Rs. 28,990/- according to the schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 60,500.00)

3. *Educational/Higher Educational/Professional Qualifications.*— Should have passed the General Certificate of Education (Ordinary Level) Examination in not more than two sittings in six subjects with Credit Passes for Sinhala/ Tamil and Mathematics and an Ordinary Pass for English Language ;

And

Should have obtained a Higher National Diploma in Food Technology or Agricultural Production Technology (NVQ Level 5 or 6) awarded by a recognized University or a Technical College under the Department of Industrial Education and Vocational Training or a Government School of Agriculture.

Note: Applicants with experience serving as Receiving Officer/ Store Keeper/ Quality Controller/ Quality Assurance Officer at a star class hotel or a

Government institution or an institution recognized by the Government where food and beverages are provided for daily consumption and applicants who can submit computer literacy certificates will be given preference at the interview.

4. *Age Limit.*— Should be not less than 25 years and not more than 40 years of age by the closing date for applications. (Upper age limit will not be applicable for the applicants serving in the Public/ Provincial public service)

5. *Method of Recruitment.*— Through an interview

6. *Terms and Conditions of Service :*

- This post is permanent. Pension entitlement pertaining to this post will be determined according to policy decisions taken by the Government in future. Appointment will be made subject to a three-year (3) probation period. If a person who has been confirmed in a permanent, pensionable post in the Public/ Provincial Public service is selected, he / she will be appointed subject to an acting period of one year.
- Selected candidate will be subject to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.
- Selected candidate should contribute to the Widows’ and Orphans’/Widowers’ and Orphans’ Pension Fund from his/her salary with a percentage specified by the Government.
- Selected candidate will be subject to a medical examination.
- A Security Clearance Report with respect to the selected candidates will be obtained prior to his / her appointment.

7. Applicants should attach the copies of the following certificates (not originals) to their applications. Originals of the certificates should be produced, when called upon to do so.

- Birth Certificate
- Certificates of Educational Qualifications
- Certificates of Professional Qualifications
- Certificates of Experience

I do hereby certify that the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

_____,
Signature of the Applicant.

Date : _____.

Certification of Head of Department/Institution
(Only for applicants serving in the Public Service/
Provincial Public Service)

Secretary General of Parliament,

I recommend and forward the application of Mr. / Mrs./ Miss holding the post of in this Institution. I certify that he/she has been confirmed in the post. His/Her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action and there is no intention to make such inquiry. He/she can be released/cannot be released from the service if selected for this post.

_____,
Signature of Head of Department/Institution.
(Official Stamp)

Date : _____.

05-337/1

PARLIAMENT OF SRI LANKA

Post of Bungalow Manager (Speaker's Residence)

APPLICATIONS are invited from the Citizens of Sri Lanka who are physically sound and of excellent moral character for the post of “**Bungalow Manager**” (Speaker's Residence) on the Staff of the Secretary-General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover to reach the “**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**” on or before May 24, 2019. The “Post of Bungalow Manager (Speaker's

Residence)” should be indicated on the top left-hand corner of the envelope. (This information is also available on the website: www.parliament.lk)

1. *Nature of the Duties.*— Provision of the required facilities to the Hon. Speaker, protection of all properties including buildings and furniture belonging to the official residence, proper maintenance of inventory books and documents, proper maintenance of properties, formally welcoming the guests visiting the official residence of the Hon. Speaker and the provision of services required by them, ensuring safety of the food served, procuring items required for the activities of the official residence as required and proper management thereof, organizing ceremonies and parties hosted at the official residence, administration of employees.

2. *Salary Scale.*— According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, monthly salary scale specified for this post is Rs. 43,565 – 9 x 755 / 6 x 930 – Rs. 55,940/- The selected candidate will be placed initially at the monthly salary step of Rs. 39,064. According to the schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 77,000.00)

3. *Educational/Higher Educational/Professional Qualifications and Experience :*

A degree on Hotel Management/ Tourism and Hospitality Management/ Hotel Housekeeping from a recognized university or a degree awarding institute recognized by the University Grants Commission;

or

Completion of the four year Management Diploma in Hotel and Catering Operations conducted by the Sri Lanka Institute of Tourism and Hotel Management

and

Passing of six (06) subjects at the General Certificate of Education (Ordinary Level) in not more than two sittings with credit passes for Sinhala/Tamil, Mathematics and English

and

Experience of not less than one year at the supervisory level in a star class hotel/ Government institution after the completion of the above qualifications.

[illegible]

03. (a) Private Address :_____.

Telephone Number :-

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

(b) Official Address :_____.

Telephone Number :-

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

(c) Please indicate the address the admission to be posted :

Private ☐

Official ☐

04. (a) Date of Birth:-

Year :_____ Month :_____ Date :_____.

(A copy of the birth certificate should be attached)

(b) Age as at the closing date of applications:-

Years :_____ Months :_____ Days :_____.

05. Civil Status :- (Married/ Unmarried) :_____.

06. Gender :- (Male/ Female) :_____.

07. State whether a citizen of Sri Lanka :- (Yes/No)
:_____.

08. Education Qualifications :- (Copies of the certificates should be attached)

Examination	Subjects	Pass	Year
G. C. E. (O/L)	Sinhala/ Tamil		
	Mathematics		
	English		

09. Higher Educational/Professional Qualifications :- (Copies of the certificates should be attached) :_____.

10. Experience :- (Copies of the certificates should be attached) :_____.

11. Details of the Present Employment :

(a) Name and Address of the Institution :_____.

(b) Present Post :_____.

(c) Date of first Appointment :_____.

(d) Monthly basic Salary :_____.

(e) Allowances :_____.

(f) Gross Salary :_____.

12. Have you been convicted for a criminal offence by a Court of Law? (Yes/No) :_____.

If yes, give details :_____.

13. Have you served under the Government before? (Yes/No) :_____.

If yes, give details :_____.

I do hereby certify that the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

_____,
Signature of the Applicant.

Date :_____.

Certification of Head of Department/Institution
(Only for applicants serving in the Public Service/
Provincial Public Service)

Secretary General of Parliament,

I recommend and forward the application of Mr. / Mrs./Miss holding the post of in this Institution. I certify that he/she has been confirmed in the post, his/her work and conduct are satisfactory and he/she has not been subjected to any disciplinary action and there is no intention to make such inquiry. He/she can be released/cannot be released from the service if selected for this post.

_____,
Signature of Head of Department/Institution.
(Official Stamp)

Date :_____.

05-337/2

Examinations, Results of Examinations & c.

LEGAL DRAFTSMAN'S DEPARTMENT

First Efficiency Bar Examination for Translators Grade II in the Legal Draftsman's Department - 2019

01. IT is hereby notified that the first efficiency bar examination for translators of the Legal Draftsman's Department will be held by the Department of Examinations, Sri Lanka in August 2019 in Colombo in accordance with the provisions of the relevant approved scheme of recruitment for translators of the Legal Draftsman's Department.

02. (i) This examination will be held by the Commissioner General of Examinations of the Department of Examinations, Sri Lanka, and the candidates are subject to rules stipulated by him with regard to the holding of the examination and the release of results. The decision of the Commissioner General of Examinations with regard to the holding of the examination and the release of results shall be final.

(ii) The rules stipulated for candidates have been printed separately in the *Gazette* notification. If these rules are violated by any candidate, they shall be liable to a punishment imposed by the Commissioner General of Examinations.

03. *Examination fees.*— The candidates can sit for the subjects prescribed for the examination in one occasion or separately. No fees will be charged from candidates sitting for the entire examination or for any single subject for the first time. Where the candidate sits for this examination on any subsequent occasion, an examination fee of Rs.250/- will be charged for a single subject and Rs.500/- will be charged for the entire examination. The examination fees shall be paid to any post office or sub post office in the island to the credit of Revenue Head 20- 03-02-13 of the Commissioner General of Examinations and the receipt issued shall be affixed at the appropriate place in the application form. (It may be useful to retain a photocopy of the receipt with the candidate.) The examination fees paid will neither be refunded nor be transferred for any other examination under any circumstance.

04. *Applications.*— The application shall be prepared in accordance with the specimen application form annexed hereto. The application shall be prepared using both sides of an A4 size paper and the headings 01 to 05 shall be on the first page and the balance portion shall be taken to be the second page. In applications prepared in the Sinhala language, the name of the examination appearing in the caption of the application shall be in English in addition to Sinhala. Similarly, in the applications prepared in the Tamil language, the name of the examination appearing in the caption of the application shall be in English in addition to Tamil. The application form may be typed but it shall be filled correctly and legibly in the handwriting of the applicant. The applications prepared accordingly by the applicants shall be sent through the Head of the Department, by registered post to the "Commissioner General of Examinations, Organizations (Establishment and Foreign Examinations) Branch, Department of Examinations, Sri Lanka, P.O. Box 1503, Colombo", to be reached before 10.06.2019. When the application is sent, the name of the examination shall be mentioned on the top left hand corner of the envelope. Incomplete applications and applications received after the closing date shall not be accepted. The applicant shall ensure that the completed application is in conformity with the specimen application form and the applications which are not in conformity with the specimen application form will be rejected. (It will be useful to retain a photocopy of the completed application with the applicant.)

05. *Identity of the applicant.*— Every applicant shall prove his identity to the satisfaction of the supervisor of the examination hall in respect of every subject he/she appears at such examination hall. For such purpose any one of the following documents will be accepted: -

- (i) National Identity Card.
- (ii) a valid Passport.
- (iii) a valid Driving License.

With regard to the candidature of the applicants who are unable to submit one of the aforesaid documents, the decision of the Commissioner-General of Examinations shall be final.

06. The Commissioner General of Examinations shall issue admission cards together with a copy of the time table

to the applicants who have submitted applications on the presumption that only those who have qualifications specified in the *Gazette* notification have applied. Soon after the admission cards are issued to the applicants, the Department of Examinations, Sri Lanka, will publish a notification in the newspapers to that effect. If there are applicants who did not receive admission cards after 2 or 3 days of the publication of the said notification, they shall inform the Department of Examinations via the telephone numbers given in the notification. When doing so the applicant shall mention the applicant's full name, address, National Identity Card number and the name of the examination. When making such inquiry it is useful that the applicant be ready with a copy of the application which was retained with the applicant, the copy of the receipt received when making the payment of fees and a copy of the registered article receipt. If the applicant is from outside Colombo, it will be useful to make inquiries through a request letter referred to the Department of Examinations via fax, stating the candidates fax number and other information given above, enabling him to receive a copy of the admission card through fax.

07. The signature of the applicant in the application and in the admission card for the examination shall be attested by the Head of the Department or any officer authorized by him. An applicant shall sit for the examination in the hall specified for him/her under the index number given to him/her and the admission card in which his/her signature is attested by a specified officer shall be handed over to the supervisor of the examination on the date of the examination. An applicant who does not submit the admission card will not be allowed to sit for the examination.

08. The post held by the applicant and place of work at the time of making the application is relevant to all matters relating to the examination and any changes in respect thereof after sending the application will not be taken into consideration.

09. The Head of the Department must approve duty leave for applicants, who have received admission cards issued by the Commissioner-General of Examinations, enabling them to sit for the examination. No travelling expenses shall be paid.

10. This examination shall be held in Sinhala, Tamil and English media only. If the applicant has joined public service through a competitive examination he/she shall sit for the examination in the medium in which he/she sat for the said competitive examination and any applicant who has joined public service without sitting for a competitive examination, shall sit for this examination in the medium in which he/she sat for the examination through which he/she got qualified to enter the public service. The applicant shall sit for all subjects of the examination in one medium. An applicant will not be later permitted to change the medium mentioned in his application.

11. *Examination Procedure :*

1. Name of the examination: 1st Efficiency Bar Examination for Translators Grade II (English /Sinhala and English/ Tamil) in the Legal Draftsman's Department -2019

2. Particulars of the examination:

<i>Question paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass mark</i>
(1) Proficiency in translation	02 hours	100	40%
(2) Basic knowledge in Establishment and Procedure Code and Financial Regulations	02 hours	100	40%

3. The authority conducting the examination:

Public Service Commission/ an officer authorised by the Public Service Commission

4. The number of times the examination is held: At least once a year

5. Syllabus for the examination:

<i>Name of the Question Paper</i>	<i>Syllabus</i>
01. Proficiency in translation	<p>A written examination.</p> <p>Syllabus</p> <ol style="list-style-type: none"> 1. Translation of a part of an Act of Parliament from English Language to Sinhala/Tamil. 2. Comparison of a part of an Act in English language with an incorrect Sinhala/Tamil translation thereof and revision of the said Sinhala/ Tamil translation in line with the English version. 3. Translation of certain legal terms/words from English language to Sinhala/ Tamil with words which are currently used in Acts of Parliament. 4. Correction of certain grammatically incorrect Sinhala/Tamil sentences. 5. Correction of certain words with incorrect spelling by inserting the correct spelling in the appropriate place, in order to assess the candidate's prudence in respect of spelling in Sinhala language. (This paragraph shall also apply to officers who sit for this examination in Tamil language.)
2. Basic knowledge in Establishment and Procedure Code and Financial	A written examination.

<i>Regulations</i>	<i>Syllabus</i>
	<ol style="list-style-type: none"> 1. Chapter VI, VII, VIII, XII, XIV, XXIV, XXVII, XXVIII, XXXI of volume I of the Establishment Code 2. Procedural rules of the Public Service Commission 3. Chapter IV, V, VI, IX of Financial Regulations

Note.

- * An applicant can sit for the above subjects separately.
- * The failure to pass the above examination within the specified period will result in deferment of the increment.

12. Issuing of an admission card to an applicant shall not be considered as he/she has fulfilled the qualifications to be eligible to sit for the examination.

13. In respect of any matter not specified in this gazette notification the decision of the Legal Draftsman shall be final.

14. If there is any inconsistency between the Sinhala and Tamil versions of this notification, the Sinhala notification shall prevail.

Legal Draftsman,
Legal Draftsman's Department,
Colombo 12.

SPECIMEN APPLICATION FORM

FIRST EFFICIENCY BAR EXAMINATION FOR TRANSLATORS GRADE II IN THE LEGAL DRAFTSMAN'S DEPARTMENT-2019

For office use only

The medium in which the candidate intends to sit for the examination:

Sinhala - 2

Tamil - 3

English - 4

(Write the relevant number in the cage)

01 1.1 Name in full (In English capital letters) :_____.

Example (HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name giving the last name first and the first letters of the other names thereafter (in English capitals letters) :

_____.

(Example : GUNAWARDANA H.M.S.K)

1.3 Name in Full :_____.

(in Sinhala/Tamil)

02 2.1 Name and address of Office/Department/Institution :_____.

(in English capital letters)

(Admission Card will be posted to this address)

2.2 Name and address of Office/Department /Institution :_____.

(in Sinhala/Tamil)

2.3 Private Address :_____.

(in Sinhala/Tamil)

03. National Identity Card No.:

04. Male/Female:

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

4.2 Telephone No.: Mobile

05. Subject/Subjects which you sit for the examination this year:

Serial No.	Subject	Subject No.

06. Date of Birth : Year : Month : Date :

07. Present Post :

7.1 Post :_____.

7.2 Number of the Appointment letter :_____.

- 08 8.1 Do you sit for this examination for the first time? :_____.
- 8.2 If this is not the first time that you sit for this examination, the amount of examination fees paid :_____.
- 8.3 Receipt Number :_____.
- 8.4 Date :_____.

Affix the receipt here (only if relevant). (It may be useful to have a photocopy of the receipt with you)

I state that the details given above are correct and that I am entitled to sit this examination in the above medium and I have paid the examination fee of Rs. and the receipt is affixed hereto. Further, I state that I agree to the rules imposed by the Commissioner General of Examinations regarding the holding of the examination, and issuing of the results.

_____,
Signature of the Applicant.

Date :_____.

The applicant shall place his signature before the Head of the Department or any officer authorized to sign on behalf of the Head of the Department.

Attestation of the Signature :

I do hereby state that Mr./Mrs./Miss is an officer of my Department who is known to me personally and he/she placed his/her signature before me and has affixed the receipt obtained on payment of the prescribed examination fee.

_____,
Signature of attesting officer.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

(Confirm by placing official seal)

Certificate of the Head of the Department :

I certify that,

1. I perused the details given in this application; and
2. the officer concerned is eligible to sit for this examination.

_____,
Signature of Head of the Department and Official Seal.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

MINISTRY OF SKILLS DEVELOPMENT AND VOCATIONAL TRAINING

National Apprentice & Industrial Training Authority

INSTITUTE OF ENGINEERING
TECHNOLOGY - KATUNAYAKE
RECRUITMENT OF SPECIAL APPRENTICES IN
ENGINEERING FOR NATIONAL DIPLOMA IN
ENGINEERING SCIENCES (NDES)
COURSE - 2019 BATCH

APPLICATIONS are invited from citizens of Sri Lanka to recruit Special Apprentices in Engineering 2019 batch for the above course of studies at the Institute of Engineering Technology (IET), Katunayake.

1. Eligibility :

1.1 Educational Qualifications for entry:

Candidates with qualifications mentioned below are eligible to apply.

Passes at the GCE (A/L) in Combined Mathematics, Physics & Chemistry in one sitting.

For all courses, candidates should have obtained a credit pass for English at the G.C.E. (O/L) Examination in not more than three attempts.

1.2 Age: Between 18 and 25 years as on 31.12.2019.

N.B. : Applicants below 20 years of age on 31.12.2019 will be given Preference for admission to the Marine Engineering.

2. Selection Criteria :

2.1 All applicants who have the minimum entry qualifications as stated in para 1.1 and within the age limit mentioned in para 1.2 above, would be eligible. Selections will be done as given below.

2.2 Those candidates who are eligible will be required to sit for a written aptitude test in the English medium. (Eligible candidates will be informed in advance)

2.3 Limited number of applicants will be called for an interview depending on the merit order of the written test.

2.4 Applicants are finally selected, based on the written test marks and the interview marks.

2.5 Those who are selected for the Course will have to appear for a medical test at their own expenses before the registration. (Those who are selected for Marine Engineering Course will have to appear again for a special medical test at their own expenses after the registration).

3. Application procedure :

3.1 All applicants should pay 750/= as an examination fee when they forward their Applications. (This amount is considered as non - refundable.)

3.2 The Pay-In-Slip needs to be duly perfected with the following:

(i) Branch Code and Account No: 276-1-001-8-6351396.

(ii) Credit Instruction: To the credit of National Apprentice & Industrial Training Authority collection account No. 276-1-001-8-6351396 at People's Bank, Katunayake.

(iii) Name & the Address of the Applicant.

This payment can be made to the People's Bank branch any where in the country.

3.3 Applications & additional information can be obtained from IET web site "www.iet.edu.lk"

3.4 Duly filled application forms, should be sent under registered cover to reach the **Director / Principal, Institute of Engineering Technology, Temple Road, Katunayake** along with the Pay-In-Slip duly signed by an Authorized officer of the Bank, on or before **21st June, 2019** "Recruitment of Special Apprentices – 2019" should be mentioned in the left hand corner of the envelope. Late applications or applications forwarded by hand will not be accepted.

3.5 Those who have followed or are following Diploma or Degree level full time courses of studies in a Government Technical Institute or University are not eligible to apply.

3.6 Receipt of the applications will not be acknowledged.

3.7 Hard copy of the applications are available at IET – Katunayake only.

4. Courses conducted in the IET are as follows:

4.1 Civil Engineering Sector

1. Civil - Building & Structural Engineering.
2. Civil - Highway & Railway Engineering.
3. Civil - Water & Environmental Engineering.

4.2 Electrical Engineering Sector & Communication

4. Electrical - Electronics & Communication Engineering.
5. Electrical - Electrical Power Engineering.

4.3 Mechanical Engineering Sector

6. Mechanical - Automotive Engineering
7. Mechanical - Mechanical General Engineering
8. Mechanical - Marine Engineering.

- “The Quality Management System of Marine Engineering Course of IET is certified for ISO 9001:2015 quality Management System.
- In respect of Marine Engineering Course, the Institute is engaged in providing academic instructions and industrial training Programmes to meet the mandatory requirements for knowledge, understanding and proficiency in Marine Engineering at the operational level related with STCW 95, including its amendments and model course 7.04 of International Maritime Organization (IMO) coverage.

5. Duration & Course Schedule:

This is a four-year course, where the 18 Month academic instruction Programme is sandwiched with the 30 Month Industrial Training as given below.

Basic Instruction Programme at IET	- 06 Months
Basic Industrial Training in Industry	- 12 Months
General Instruction Programme at IET	- 06 Months
General Industrial Training in Industry	- 12 Months
Specialized Instruction Programme at IET	- 06 Months
Specialized Industrial Training in Industry	- 06 Months

Instruction Programmes consist of theoretical Instructions & Laboratory Practicals conducted at Institute of Engineering Technology.

Industrial Training Programmes are conducted at recognized Industrial Establishments.

An English course will be conducted at the beginning of the course. Participation in this programme is compulsory for all selected apprentices for the English course.

6. Medium of Instruction: English.

7. Contract of Apprenticeship

7.1 Each selected candidate is required to enter into a contract with the training establishment, which consists of mutual obligations on both the training establishment and the Apprentice.

7.2 There is no guarantee of employment at the end of the training period.

7.3 All the students registered for the above courses, should maintain a minimum requirement of attendance specified by the Institute for each subject during the course period. Those who fail to meet this requirement are not allowed to sit for the examinations and evaluations and they have to leave the course.

8. Registration of Apprenticeship:

8.1 At the time of registration, students should pay a sum of Rs. 5000/-, as a refundable deposit. **It will be refunded only at the successfully completion of the course.**

All Selected applicants will have to make a non refundable payment of Rs. 2,500/- including

Rs. 500/- as a registration fee and Rs. 2000/- for library fund of IET and stationery activities of the students.

Assistants' Service/ Local Government Public Management Assistants' Service (Hereafter referred to as the "Service") should meet the following eligibility criteria:

8.2 Sumurdhi beneficiaries are exempted from the refundable deposit, on submission of original Sumurdhi card with a certified letter from Grama Niladari approved by Divisional Secretary.

(a) Should be an officer in the Class I or Class II belonging to the service,

Or

9. Award of Certificates:

National Diploma in Engineering Sciences Certificate will be awarded on successful completion of all examinations, evaluations and on clearance of all obligations.

(b) Should be an officer in the Class III belonging to the service with a minimum of 5 years' experience on the date of application.

Note: Officers in other Management Assistant Services, not belonging to the above mentioned services, are not eligible to apply.

10. The Institute of Engineering Technology will not be responsible for any delay or loss of applications in the mail. Therefore, the candidates are requested to post their applications well ahead in time to avoid delays.

(c) The post and the workplace of the applicant at the time of applying for the examination will be applicable with regard to all aspects of the examination. After submitting the application, any changes thereto shall not be considered.

NASEER AHAMED (Eng.),
Chairman,
National Apprentice &
Industrial Training Authority.

(d) Age should be less than 57 years of age on the closing date of applications. (Accordingly only those who were born after 07.06. 1962 are eligible to apply)

No. 971, Sri Jayewardenepura Mawatha,
Welikada,
Rajagiriya.

(e) Should have earned on the due date, all the annual increments, falling within the five years immediately preceding the date of application.

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(f) Should not have been subjected to any form of disciplinary punishment, excluding a warning.

MINISTRY OF FOREIGN AFFAIRS

Competitive Examination for Filling Vacancies in the Public Management Assistants' Service Cadre in Sri Lanka Missions Abroad – 2018(2019)

APPLICATIONS are hereby invited for the competitive examination conducted by the Commissioner-General of Examinations, to be held in Colombo in *July 2019* on behalf of the Ministry of Foreign Affairs to fill vacancies in the home-based Public Management Assistants' Cadre in Sri Lanka Missions abroad, from eligible officers of the Public Management Assistants' Service, Provincial Public Management Assistants' Service and Local Government Public Management Assistants' Service.

(g) Should not be an officer presently attached to a Sri Lanka Mission abroad.

Note:

02. *Eligibility:* Applicants from the Public Management Assistants' Service/ Provincial Public Management

(i) An applicant who is eligible at the time of submitting his/her application, is subsequently promoted to a Class/Grade higher than Class I of the Services or appointed to a post in any other service, will not be eligible to fill a vacancy in the Home-Based Public Management Assistants' cadre at Sri Lanka Missions abroad. It is the responsibility of applicants to promptly inform the Secretary, Ministry of Foreign Affairs in the event of any change in his/her official status that might have an impact on his/her eligibility under the above (a) and (b).

- (ii) Preference will be given to officers with experience in accounts and administrative work and have a good working knowledge of English. Working knowledge in other foreign languages will be considered as an added qualification.

3. *Method of Selection*: Selection will be made on the basis of the written examination conducted by the Commissioner-General of Examinations, and the practical assessment and *viva voce* conducted by Secretary, Ministry of Foreign Affairs. All examinations will be held in Colombo.

3.1. *Written Examination*: - The written examination will consist of the following papers :

<i>Paper</i>	<i>Duration</i>	<i>Marks</i>
Financial Systems	2 hours	100
Establishments Code & Office Procedures	2 hours	100
English Language	2 hours	100
Practical Assessment	80 Min.	60

Note: 1. *Financial Systems* – This question paper which will consist of objective and subject type questions, is set to test the candidate's practical knowledge of financial operations and accounting procedures of a Government institution. All questions should be answered.

2. *Establishments Code and Office Procedures* – Objective and structured type questions will be included in this paper, to test the candidate's practical knowledge of establishments and office procedures of a Government institution. All questions should be answered.

3. *English Language* – This question paper is designed to test the candidate's knowledge in comprehension and written communication. All questions should be answered.

3. *Practical Assessment* – Computer based practical assessment on financial accounts, proficiency in English language, administrative procedures and IT skills.

Eg: Testing on accounting procedures and CIGAS
Tender procedures and procurement
MS Office application
Business Communication: Letter/ Memo writing, Report Writing
(Each of the 4 questions will carry 15 Marks. Total marks will be 60 (15 x 4))

3.2 *Viva Voce*:

3.2.1 The *Viva Voce* will carry 40 marks and will be conducted by a Board appointed by the Secretary, Ministry of Foreign Affairs.

3.2.2 The elaborated marking scheme for the *Viva- voce* which will be conducted by the Ministry is appended below :

<i>No.</i>	<i>Marking criteria</i>	<i>Marks breakdown</i>	<i>Maximum marks</i>
1	Additional Education Qualifications : I. Degree with 1 st Class II. Degree with 2 nd Class Upper Division III. Degree with 2 nd Class Lower Division IV. Degree with an ordinary pass	15 12 10 08	15

No.	Marking criteria	Marks breakdown	Maximum marks
2	Other/ Professional Qualification directly relevant to the function of the Ministry of Foreign Affairs (International relations, Law, English or other foreign languages, IT, Human Resources Management, Marketing & Business Studies, CIM, CIMA, AAT, etc.) I. Post Graduate Diploma II. Diploma III. Certificate Level IV. Any qualification over six months with regard to the English language proficiency or any other foreign language from a recognized university, technical college or from a government registered institutions or similar qualifications	10 08 06 04	10
3	Behavioral competencies and Fluency in English Language I. Communication Skills & English Language Fluency II. Knowledge on International Affairs III. Cultural Sensitivity IV. Positive Attitude V. Personality & Grooming	05 03 03 03 01	15
	Total		40

3.2.3 Those candidates who have obtained 40% marks or above in each paper with a total aggregate of 150 or above at the written examination will be eligible to be called for practical assessment and viva voce. However, in the event of the unavailability of a sufficient number of qualified candidates according to the above cut-off mark, the Secretary to the Ministry of Foreign Affairs reserves the right to decide the cut-off mark. The candidates who are eligible to sit for the practical assessment and viva voce must obtain minimum 40% marks for practical assessment ($60 \times 40\% = 24$) and viva voce ($40 \times 40\% = 16$) to be selected for the final list.

3.2.4 The list of applicants who have qualified for the Practical Assessment and the viva voce as per paragraph 3.2.3 prepared in the alphabetical order will be sent to the Secretary, Ministry of Foreign Affairs by the Commissioner General of Examinations.

After receiving the Practical Assessment and viva voce marks, the result sheet prepared on the basis of merit order of total aggregate marks obtained by the applicants, will be sent to the Secretary, Ministry of Foreign Affairs by the Commissioner General of Examinations.

Additionally, examination results will be sent directly to all applicants who appeared for the Examination.

4. Terms of Engagement :

- 4.1 After issuing the letters of appointment to selected officers, in the event of an appointee failing to assume duties at the place of work to which he/she is attached within three months from the due date, the appointment will be deemed as cancelled and any appeals made in that connection will not be entertained.
- 4.2 Candidates after being selected to fill the vacancies will be required to serve initially at the Ministry of Foreign Affairs in Colombo for a specified period of one year, prior to being posted to a Sri Lanka Mission abroad. If the work and conduct of a candidate during this initial period of service at the Ministry are found to be

unsatisfactory, his/her selection is liable to be cancelled.

4.3 Posting will be decided on the basis of requirements of the respective Missions and the officer's suitability and competence (in foreign language etc.). In deciding such posting, there is no obligation on the part of the Ministry to consider the officer's personal needs and grievances (children's education etc.) and the officer should report for duty at the Mission assigned by the Ministry, irrespective of their personal preferences.

4.4 An officer selected on being posted to a Sri Lanka Mission abroad, is normally required to serve abroad for a period of three years on the terms and conditions stipulated by the Secretary, Ministry of Foreign Affairs and to enter into an agreement to that effect. On completion of their tour of duty, the officer should return to Sri Lanka.

4.5 The selected officers while serving at a Sri Lanka Mission abroad, will continue to receive their substantive salaries paid in Colombo. In addition, the officer will be paid an overseas allowance during their period of service abroad.

4.6 Once an officer is selected, the cost of return air passage from Sri Lanka to the country of posting, accommodation and other facilities during his/her service abroad, in respect of the selected officer, his/her spouse and for a maximum of two children who are below 21 years of age and dependent on the officer only, will be met by the Government as determined by the Secretary/Foreign Affairs.

5. Method of application :

5.1 The application forms should be prepared on an A4 size paper as per the specimen appended to this notification, containing items from 1.0 – 5.2 on the first page and the rest on the other pages. Applications which are not in conformity with the specimen and those not providing the required details will be rejected without any notice. Applicants are advised to keep copies of their applications.

5.2 On the applications in Sinhala and Tamil, the name of the examination should be clearly indicated in English, in addition to Sinhala or Tamil.

5.3 Applications should be forwarded through the respective Heads of Department with the recommendation and endorsement from Head of Department on the eligibility of the applicant for service in Missions abroad and the correctness of details given in the application. The Head of Department should also state whether the applicant, if selected, can be released immediately from the present post.

5.4 Applications should be forwarded by registered post to reach the "Commissioner-General of Examinations, Organization (Institutional and Foreign Examinations) branch, Department of Examinations, P. O. Box 1503, Colombo" on or before 07th June 2019 and should be marked "Competitive Examination for Public Management Assistants in Sri Lanka Missions Abroad 2018(2019)" on the top left hand corner of the envelope.

6. *Examination Fees:* The examination fee of Rs. 600/- should be paid at any Post Office / Sub Post Offices or District/Divisional Secretariat Offices in Sri Lanka to the credit of Revenue Head 20-03-02-13 of the Commissioner General of Examinations, and the receipt obtained should be pasted in the relevant cage on the application. Details of the receipt such as the number, the office money is paid to, date and the amount paid, should be indicated in the relevant spaces. Receipt obtained by paying examination fees through any other mode of postal/money orders or stamps will not be accepted. It will be appropriate to keep a photocopy of the receipt. Under no circumstances will the examination fees be refunded.

7. Incomplete applications will be rejected by the Department of Examinations. No applications received after the closing date will be accepted.

8. Admission to sit for the Examination:

8.1 Receipt of applications will not be acknowledged.

8.2 The Commissioner General of Examinations will issue Admission Cards to all the applicants who are within the age limit specified in the

notification provided. As soon as the admission cards are issued to the prospective candidates, a notification will be published in the newspapers and the official website of Department of Examination, Sri Lanka to that effect. Candidates who do not receive their admission cards within 02 or 03 days after the publication, should make inquiries from the Organization (Institutional and Foreign Examinations) branch of the Department of Examinations. In making inquiries the candidates should state clearly the name of the examination applied for, full name of the applicant, National Identity card number and the postal address. In the case of outstation candidates, it will be more advantageous to send a letter of request with a fax number which he/ she can receive his/ her admission card, making reference to the fax number given in the notification. In making such inquiries it will be beneficial for the applicant to keep with him/her a copy of the application, a copy of the receipt issued on payment of the examination fee and the receipt issued on sending the application by registered post to enable him/her to substantiate any information required by the Department of Examinations, Sri Lanka.

8.3 Signature of the applicant placed on the admission card as well as on the application should have been attested. Candidate employed in an institution should get his/her signature attested by the Head of institution or any other officer authorized to sign on behalf such Head of institution. A candidate presenting himself/ herself for the examination must produce his/ her attested admission card to the Supervisor of the Examination Centre.

8.4 A candidate must sit for the Examination at the Examination hall assigned to him/her. A set of rules to be observed by all candidates is published in the Gazette. The candidates are subjected to all rules and regulations imposed by the Commissioner General of Examinations. If such rules or regulations are violated, the candidate would have to face a penalty imposed by the Commissioner General of Examinations.

The decision of the Commissioner General of Examinations will be final with regard to the conduct of examination and the issuance of results.

8.5 Issuance of admission card to a candidate shall not be in any way treated as that candidate had satisfied all the qualifications for the examination.

9. *Medium of Examination :*

9.1 The Examination will be conducted in Sinhala, Tamil and English medium. Candidates will not be allowed to change the medium applied for, subsequently.

9.2 A candidate is required to answer all question papers in one language only, except for the English Language paper.

10. *Penalty for Furnishing False Information :*

10.1 If any of the particulars furnished by a candidate are found to be false within his/her knowledge, or if he/she willfully suppressed any material fact, he/she will be liable for dismissal from the Public Service, and therefore, he/she will be ineligible to sit for the examination.

10.2 If a candidate is found to be ineligible to sit for this examination at any stage prior to, during or after the examination, his/her candidature is liable to be rejected.

11. *Identity of Candidate :* A candidate will be required to prove his/her identity at the Examination Hall to the satisfaction of the Supervisor for each subject he/she offers. For this purpose, any of the following documents will be accepted:

- (a) National Identity Card
- (b) Valid Passport
- (c) Valid Driving License

12. Decision of the Secretary, Ministry of Foreign Affairs will be the final with regard to recruitments.

13. In case of any divergence in the text of this notification published in Sinhala, Tamil and English, the Sinhala text will prevail.

RAVINATHA ARYASINHA,
Secretary/ Foreign Affairs.

Ministry of Foreign Affairs,
Republic Building,
Colombo 01.

SPECIMEN APPLICATION FORM

APPLICATION FOR THE COMPETITIVE EXAMINATION FOR FILLING VACANCIES IN THE PUBLIC MANAGEMENT ASSISTANTS' SERVICE
CADRE IN SRI LANKA MISSIONS ABROAD – 2018(2019)

PART A

The service you belong to :
(Give the relevant number in the Box)

Public Management Assistants' Service - 1

Provincial Public Management Assistants' Service - 2

Local Government Public Management Assistants' Service - 3

For Office Use

Medium in which the applicant wishes to sit for the examination

Sinhala - 2

Tamil - 3

English - 4 (Give the relevant number in the Box)

1.0 1.1 Name in Full (in block letters) :_____.

(Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name with the Last Name First and Initials of Other Names at the End (in block letters) :_____.

(Eg: GUNAWARDHANA H.M.S.K.)

1.3 Name in Full (in Sinhala/Tamil) :_____.

2.0 2.1 To which address Admission cards should be sent: (In English block letters) :_____.

2.2 Permanent Address (In Sinhala/Tamil) :_____.

3.0 3.1 Sex: Male - 0
Female - 1 (Give the relevant number in the Box)

3.2 National Identity Card No. :

4.0 4.1 Mobile No. :

4.2 Telephone No. :

5.0 5.1 Date of Birth: Year Month Date

5.2 Age as at the closing date of application : Years Months Days

6.0 6.1 Official Address (In English block letters) :_____.

6.2 Telephone No. :_____.

7.0 7.1 Service: Public Management Assistants Service/Provincial Public Management Assistants Service /Local Government Public Management Assistants Service (Delete whichever is inapplicable) :_____.

7.2 Date of first appointment to the Public Service/ Provincial Service/Local Government Service and Language medium. (Delete whichever is inapplicable) :_____.

8.0 8.1 Civil Status:

Married – 2

Single – 1

☐

(Give the relevant number in the Box)

8.2 If married, number of children :_____.

Their dates of birth and ages :_____.

9.0 If the spouse is employed, give details :_____.

10.0 Educational Qualifications (with language medium) :_____.

11.0 Date of Promotion to:

11.1 Class II :_____.

11.2 Class I :_____.

11.3 The Class which the applicant is currently attached to and the date of appointment for the same :_____.

12.0 Present Annual Salary:

13.0 Experience (Give the number of years)

13.1 Accounts :_____.

13.2 Establishment Procedures :_____.

14.0 Proficiency:

(a) Sinhala Language

(b) Tamil Language

(c) English Language

(d) Any other Foreign Language

<i>Reading</i>	<i>Writing</i>	<i>Speaking</i>

15.0 Ability:

15.1 Typing (Sinhala/Tamil/English) :_____.

15.2 Computer Literacy (Give details) :_____.

16.0 If the applicant has previously served at any Sri Lanka Mission abroad, give the names of the Mission with dates :_____.

17.0 Any other qualifications :_____.

18.0 The receipt issued by the Post Office/Sub Post Office on payment of examination fees should be affixed in the cage below. (retain a photocopy of the receipt) :

1. Receipt No. :_____.

2. Post Office/ Sub Post Office :_____.

3. Date :_____.

4. Amount :_____.

19.0 Applicant's Certificate:

I do hereby declare that I have earned all increments falling due in the five (5) years immediately preceding 07th June 2019 and have not been subjected to any disciplinary punishment. I also declare that to the best of my knowledge the information furnished in this application is true and accurate. I am aware that if any information is found to be incorrect or false, before, during or after the examination, the Secretary, Ministry of Foreign Affairs has the right to cancel my candidature/ or appointment.

I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to, during or after the examination, if it is found that I am ineligible according to the regulations of this examination.

I further declare that I will be subjected to the rules and regulations imposed by the Commissioner General of Examinations in relation to examination procedure and issuing results.

_____,
Signature of the Applicant.

Date :_____.

PART B

(To be filled by the Head of Department)

I declare that I have verified that Mr./Mrs./Miss....., is in Class I/Class II/Class III (with five (5) years of experience) of the Public Management Assistants Service/ Provincial Government Public Management Assistants Service/Local Government Public Management Assistants Service,

- (a) has earned all increments during the 5 years immediately preceding 07th June 2019
- (b) and has not been subjected to any disciplinary punishment during the five (5) years immediately preceding 07th June 2019 and that the information furnished in the application is true. I hereby

certify that the examination fees have been paid and the receipt is attached herewith.

Recommendation :

- (i) The applicant is eligible/ ineligible for service in Missions abroad
- (ii) The Applicant can/ cannot be released, if selected.

_____,
Signature of the Head of Department with the Official Frank.

Designation :_____.

Date :_____.

05-400

Amendment

**MINISTRY OF MAHAWELI DEVELOPMENT
AND ENVIRONMENT DEPARTMENT OF
FOREST CONSERVATION**

**Open Competitive Examination for Recruitment
to the Post of Forest Field Assistant of the
Department of Forest Conservation - 2019**

THIS refers to the *Gazette* Notification number 2118 dated 05.04.2019 concerning the above Examination.

2. Accordingly, closing date of inviting applications for the above competitive Examination is extended up to 17.05.2019.

W. A. C. WERAGODA,
Conservator General of Forests.

Forest Department,
Rajamalwatta Road,
Battaramulla,
06th day of May, 2019.

05-461